

## NOTICE OF STUDY SESSION

For Abilene City Commission  
4 p.m. **TUESDAY** September 4, 2018  
Dwight D. Eisenhower Memorial Building  
419 N. Broadway Avenue, Abilene, Kansas

**TO: Abilene City Commission**  
**FROM: Austin Gilley, City Manager**

### PURPOSE

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The City Commission's Study Sessions are for the purpose of providing the Commission the opportunity to study items in more detail. The City Manager is responsible for the meeting and helping manage discussion.

### OPEN FORUM

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This is an opportunity to bring up items to be informally addressed.

### STUDY ITEMS

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- **2018-19 Priority list update:** Status of projects on the City Commission's priority list.
- **Make A Difference Week update:** Planning and Neighborhood Services Director James Holland plans to attend the meeting to offer an update on the upcoming community clean up project.
- **Library tax lid:** City Attorney Aaron Martin plans to attend the meeting to talk through this issue.
- **Governance Policy:** As we continue this conversation, City Clerk Penny Soukup has offered a recommendation, and it is attached.

END###



2018/2019 Commission Priorities: Status and tracking list as of September 4, 2018

Below are the Commissions 2018-2019 Priorities adopted by Resolution 040918-1 with status updates.

Item (2018/2019)	Category	Update notes (Items in grey unchanged since last meeting)	Original Ranking				
			Chaput	Marshall	Ostermann	Petersen	Shafer
Emerald Ash Borer Plan	Quality of Life	The Tree Board is planning to make a presentation of its recommended plan at the October 15 study session.	1	1	-	-	2
Downtown development/beautification	Quality of Life	Little Ike Park seems to be emerging as a "flagship" project for downtown. We are targeting the November timeframe for having a concept conversation/review.	3	-	1	1	-
Welcome Sign	Quality of Life	We are planning for a web site redesign proposal in August. This process will include a review and decision on developing a consistent look and theme for all display materials and will be part of this conversation.	-	2	3	-	1
Sidewalks/Walkability	Quality of Life	This is likely contingent upon downtown development and parks planning. The City's match program is continuing and staff is planning to include funding again for 2019.	-	3	-	3	3
Land Bank plan/policy	Policy	I plan to recommend we issue the RFP for the Highlands area on September 10.	1	2	1	1	1
Retail Recruitment	Policy	This item likely depends heavily on the vision for downtown and the City's commitment to improving its infrastructure capacity and awareness.	2	1	3	2	-
Code enforcement program	Policy	I plan to have the MuniLogic contract on the consent agenda for September 10.	3	3	2	-	2
Storm Water Plan	Infrastructure	Pending work order from City Engineer to do additional survey work on the 28 properties identified in the state's preliminary floodplain assessment. Also of note, we remain in negotiations with the land owner of the area needed for the retention basin for the Faith Avenue project. The absentee land owner's lack of cooperation may result in the City's needing to consider alternative courses of action.	2	1	2	3	3
Street maintenance plan	Infrastructure	Proceeding with maintenance projects for 2018, overall plan pending inventory and assessment instruments	1	2	-	-	1
Water source	Infrastructure	Chemistry test results are pending on the test well site. We continue to examine the best approach for providing water advisory information.	-	-	1	1	-
Fire Engine	Equipment	Lease purchase proposals are being accepted and likely will be on the 9/24 agenda. We are proceeding to make arrangements now to take advantage of optimal pricing, but the truck will take about 12 months to arrive.	1	1	-	1	2
Equipment Reserve	Equipment	Transfers from water and sewer funds had to be eliminated to keep funds with a positive cash balance. Challenge going forward will be balancing expenses with mill levy and appropriated balance impacts.	2	2	-	2	1



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August 22, 2018

Dear City Manager and City Commissioners,

I spoke with the City Manager about this and he suggested that I put it in writing for all of you to consider with your study session review of the Governance Policy. Over the past several months I have observed the meetings regarding the Governance and Ends Policy discussions and would like to offer some background on it and make a recommendation.

1. It was created in 2010-2011 by an interim City Manager, who had no information on the policies and procedures we had already in place and just a copied document from some other City template.
2. After the document was created it was never used again...we never went over this document annually.
3. As our new permanent City Manager who is policy driven and looks for direction; since this was adopted this is the policy he has to follow.
4. Almost every single item in the Governance and Ends Policy is covered somewhere else, either by State Statute, City Code, City Financial and Budgetary Policy or Personnel Policies.

I think the Governance and Ends policy only confuses what processes we already have and that causes unnecessary requirements for you and the City Manager. I feel given what we are required by law to follow: State Statute and City Code on almost all of these items, it may be in everyone's best interest for this Policy to not even exist. Here are links to what I feel covers everything that this Governance and Ends Policy is trying to address.

- City Code: <http://abileneks.citycode.net/index.html#!articleGoverningBody>
- State Statutes: [https://www.ksrevisor.org/statutes/ksa\\_ch14.html](https://www.ksrevisor.org/statutes/ksa_ch14.html)
- Financial Policy: <http://abilenecityhall.com/documentcenter/view/389>
- Employee Policy and Guidelines: <http://www.abilenecityhall.com/DocumentCenter/View/1924>
- Personnel Classification System: <http://www.abilenecityhall.com/DocumentCenter/View/2277>
- Comprehensive Plan: <http://ks-abilene.civicplus.com/DocumentCenter/Home/View/860>

It may be in our best interest to spend our time working on these as opposed to this policy.

Sincerely,

  
Penny Soukup  
City Clerk

Home of the Eisenhower Presidential Library and Museum

